

Site Development Coordinator



Job Code: 2251
Grade: 132
Reports to: Permits & Inspections Director
Salary Range: \$59,583 - \$92,531
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs difficult professional and technical work in the review of engineering site plans to determine compliance with federal, state, and local codes and coordinates approval for process of proposed projects; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification is responsible for supervising and participating in the review of plans, issuance of permits, and the interpretation and enforcement of regulatory standards and related codes in accordance with City policies and practices. The employee assists department management in interpreting and enforcing codes to other departments and City personnel, architects, engineers, contractors and the general public. The employee works under general direction.

ESSENTIAL FUNCTIONS

Reviewing plans for new construction/development, reconstruction/redevelopment projects for compliance with applicable codes; approving and issuing appropriate permits; conducting site construction inspections; administering performance bonds; preparing and maintaining files and records.

EXAMPLES OF WORK

- Reviews permit applications for construction projects for permits involving forest conservation, grading and sediment control, stormwater management, site improvements, and public improvements.
- Reviews all plans, specifications, construction documents, and agreements.
- Approves construction permits.
- Processes and approves performance bonds, letters of credit, cash escrow, and other security instruments.
- Processes security reductions during construction and releases upon satisfactory completion of project.
- Conducts field inspections to ensure compliance with construction documents and permits.
- Coordinates construction projects with county and state districts, authorities, and departments.
- Prepares and maintains records and files of permits, securities, and inspections.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of construction practices, techniques, materials, and equipment; general knowledge of engineering plans, specifications, and drawings; thorough knowledge of construction security instruments and procedures; ability to read and interpret plans, specifications, and blueprints and to compare them with various aspects of construction in progress; ability to detect errors in construction projects; ability to establish and maintain effective working relationships with City officials, contractors, property owners, and others to effect satisfactory compliance with specifications and standards; ability to maintain accurate records.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Environmental Science, or related field. Five (5) to seven (7) years of experience in development review, regulatory permitting, environmental compliance standards, and related inspection functions; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires climbing, balancing, kneeling, crouching, reaching, standing, walking, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.